

Employee Identification Records
Home Telephone Numbers and Addresses

ANNEX I

Prescribed Procedure

1. Procedure affecting this study is provided in detail for immediate reference purposes.

25X1 a. Regulation - Personnel Records and Reports. An excerpt therefrom is quoted as follows:

Reference: Paragraph 5 - Personal Status Records

"Personal status and changes therein shall be recorded on the forms prescribed herein and reported to the Office of the Comptroller and the Office of Personnel in accordance with the following:

a. PERSONNEL INFORMATION CARD (FORM NO. 37-6)

Form No. 37-6, Personnel Information Card, is a machine record card used for reporting and recording information relating to changes in the personal status of Agency staff employees assigned to headquarters.

(1) Master File

The Machine Records Division, Office of the Comptroller, will maintain the master file of Personnel Information Cards on headquarters personnel for use as follows:

- (a) To facilitate the emergency planning program of the Agency;
- (b) To aid in the preparation of the Agency telephone directory;
- (c) To provide an information file reflecting the current home address and telephone number of each staff employee.

(2) Component File

The Operating Officials will ensure the maintenance of files of duplicate Personnel Information Cards on

employees under their jurisdiction. These duplicate cards will be furnished to the appropriate component by the Machine Records Division, Office of the Comptroller.

(3) Procedures for Use

(a) Administrative officers will indicate on the duplicate card, Form No. 37-6, any changes in the personal status of individuals under their jurisdiction and forward the card to the Machine Records Division, Office of the Comptroller, for adjustment of the master card. A new duplicate card will be returned to the initiating component by the Machine Records Division. Each employee is responsible for immediately reporting any change in his personal status to the appropriate administrative officer.

(b) The "remarks" section of Form No. 37-6 will be used as follows:

(1) To indicate the reason for the change in reporting a name change;

(2) To report transfer actions. This report of change is initiated by the gaining component to report the name of the gaining component and the effective date of the change in cases of transfer within or between components or funds (vouchered and confidential);

(3) To report resignation by the notation "resigned."

b. STANDARD FORM 52, FORM 38-1, AND MEMORANDUM REPORTS

Certain changes require action and recording in the Office of Personnel. In addition to submission of Form No. 37-6 to the Machine Records Division, Office of the Comptroller, the following changes will be reported to the Office of Personnel as indicated:

(1) Change of Name

Report on Standard Form 52, Request for Personnel Action, in accordance with HB

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(2) Change of Marital Status

Report on Form No. 38-1, Personal History Statement, prepared in duplicate. Appropriate portions of the following sections should be completed: 1A, 3, 4, 8, 9, 10, 11, 26, and 28.

(3) Change of Emergency Addressee

Change in designation or address of the person to be notified in case of emergency should be reported by memorandum signed by the employee and forwarded to the Office of Personnel through appropriate administrative channels."

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b. Regulation - CIA Watch - Critical Information. The following excerpt is of major importance.

Reference: Paragraph 4 - Responsibilities - Subparagraph d.

"The Chief, General Services (Now Logistics) shall be responsible for:

Ensuring that telephone operators in the Telephone Section *** shall at all times give priority service to the CIA Watch Officer in the fulfillment of his alerting and dissemination responsibilities."